

CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

**Regular Meeting
March 6, 2002 - 3:00 p.m.**

**Children & Families Commission Offices
University of California Building
550 E. Shaw, Suite 215
Fresno, CA**

AGENDA ITEM NO. 2

Recommendations:

Approve Commission Minutes – February 6, 2002 Regular Meeting

MINUTES OF THE FEBRUARY 6, 2002 REGULAR MEETING

Present: Chair Bob Waterston, Vice Chair Luisa Medina, Secretary/Treasurer Gary Carozza, Commissioners Marion Karian, Roseanne Lascano, Kathleen McIntyre, LeeAnn Parry; Oscar Sablan, Gary Zomalt; Executive Director Steve Gordon; Commission Counsel Holley Perez

Absent: None

Commissioner Waterston called the meeting to order at 3:06 p.m.; a quorum was established with all Commissioners present.

1. Approval of Minutes – January 9, 2001 meeting

Commissioner Medina (McIntyre second) moved approval of the minutes as presented. Motion approved unanimously.

2. Receive Financial Report for December 2001

Lyn Higginson, Accountant, presented for review the financial report for the month ending December 31, 2001. No discussion; no public comment.

Commissioner Medina (Sablan second) moved to accept the financial report for December 31, 2001 as presented. Motion approved unanimously.

3. Approve closure of Existing Wells Fargo Bank Accounts and Establish new banking relationship with United California Bank

Higginson presented staff recommendation to close the operating and program investment accounts currently with Wells Fargo Bank and establish a new banking relationship with United California Bank for the operating and program investment accounts. Commissioner Waterston asked how many banks have been pursuing our accounts; Higginson replied only one, United California Bank. No public comment.

Commissioner Carozza (Medina second) moved to approve closure of the existing Wells Fargo Bank accounts and establish a new banking relationship with United California Bank for operating and program investment accounts. Motion approved unanimously.

4. Approve Establishment of Children's Sustainability Fund

Higginson reviewed the Commission's previous approval of setting aside funds to establish a Children's Sustainability Fund for long-term funding options and presented staff's recommendation that \$7,594,409.40 be transferred from the Fresno County treasury to United California Bank for long-term investment.

Discussion: Commissioner Carozza asked about the funds invested with Wells Fargo; Higginson explained that these funds are approximately one year's worth of program funds awarded and are currently in a money market account and the brokerage record will be transferred to UCB until such time as this account matures.

Commissioner Lascano asked if UCB was guaranteeing the 0.5% to 1% in increased rate of return. Danny Clemmensen, UCB, responded that UCB believes, although they cannot guarantee the additional rate of return, through active management of the portfolio in contrast to the County's passive management policy, utilizing the same investment vehicles the county uses, an increase in the rate of return can be achieved. Lascano also asked a projection of potential income; Clemmensen responded that 1% on \$6 million would be an additional \$60,000 in income.

Director Gordon explained that staff is looking at a one-year period of time to see what can be accomplished. This \$7.6 million constitutes about 22% of the total funds the Commission currently has, and the rest of the funds will remain in the County Treasury at this time.

Chair Waterston asked for everyone to understand that the county does not have an investment advisor for their portfolio, and that is what the Commission is talking about retaining. With a professional advisor on board for the Commission's funds, he feels that the Commission will have much greater flexibility in the management of our funds.

Public Comment: Vickie Hoyle, Fresno County EOC, asked whether these funds would not be available for funding in the next RFP. Director Gordon responded that this was correct; that the intent of this fund was for long-term sustainability of the Commission so that funds would be available over a number of years should the revenue stream of Prop. 10 funds be diminished for some unforeseen reason. Hoyle also asked how much would be awarded in the next grant round. Gordon responded that Fresno County receives approximately \$10 million annually, that the next round of funding would stay within this amount, and he anticipates staff recommendations that all the funds received annually be granted out on an annual basis. The funds being transferred to the Sustainability Fund are funds which accumulated over the approximate two-year period between passage of Prop. 10 in November 1998 and the full functioning of the local Commission in 2002 and have remained unallocated during the first two rounds of funding in 2001-02. Hoyle also questioned why Fresno County was only receiving \$10 million annually, rather than the \$14 million originally projected. Gordon responded that the revenues have decreased due mostly because smokers are purchasing their cigarettes via the Internet, out of state or on Indian reservations (where the Prop. 10 tax does not apply) and the Prop. 99 "back fill" (if Prop. 99 funds are diminished, they are made up by Prop. 10 funds to sustain Prop. 99 at a certain level). Commissioner Karian also responded that the sustainability factor is written into the Children & Families Act and it is the fiduciary responsibility of each Commission to ensure the long-term funding of their Commission.

Commissioner McIntyre (Medina second) moved the approval of establishing a Children's Sustainability Fund with United California Bank. Motion carried unanimously.

5. Approve increase in Operating Account Balance

Higginson presented staff's request to increase the operating account balance from \$100,000 to \$200,000 based on the need to maintain a larger day-to-day balance due to increased staff and expenses. The increase will enable a single monthly transfer from the County Treasury to take place, rather than two or more transfers monthly.

Chair Waterston asked about transfer charges. Higginson said there is an administrative fee charged to the account, approximately one half of a basis point, on a monthly basis.

Commissioner Carozza (McIntyre second) moved that the operating account balance be increased to \$200,000. Motion approved unanimously.

6. Discuss and Approve Investment Policy

Commission Counsel Perez asked that this item be tabled until such time as a legal review of the proposed policy is completed. Director Gordon requested that there be some discussion in order to bring back a policy which contains the provisions desired by the Commission.

Commissioner Carozza (Medina second) moved to table discussion and approval of the investment policy. Motion carried unanimously.

7. Approve the establishment of an Advisory Committee

Director Gordon stated that the establishment of an Advisory Committee to the Commission has been under discussion for quite some time, and at the January 2002 meeting, the Commission approved in concept that staff move ahead and come back with the structure and composition for an Advisory Committee. After discussion with several other counties and various commissioners, and the Commission's indication at the last meeting that they did not choose to have Commissioners as Advisory Committee members, staff presented the structure and composition per Attachment 1. Director Gordon further stated that he plans to heavily weight the Advisory Committee toward early childhood and health related areas (because those are areas of least expertise on either the Commission or Commission staff) and parents of young children. He stated that in the future he plans to bring recommendations to the Commission which have already been reviewed by the Advisory Committee.

Discussion: Commissioner Parry expressed her concern about there being provision for only "no less than two" parents; she feels strongly that there should be a minimum of six (6). She also said she felt there was an imbalance in representation from the recommended appointments (Agenda Item 8). She stated she would like to see a broader range of parent representation from different ethnicities and income levels represented on this committee. She would like to see the membership more reflective of the ethnic and cultural diversity of the County, rather than just inclusive of the ethnic and cultural diversity.

Director Gordon expressed his concurrence with Commissioner Parry in wanting to be as diverse and reflective of the County population as possible, while bringing in the early childhood education/development expertise. Commissioner Parry responded that early childhood expertise can also be brought in through task groups working under the Advisory Committee, and that the Advisory Committee itself should be able to give advice and perspectives from people who are actually rearing their young children at this time, as well as representative of our community.

Commissioner Medina agreed that no less than two parents is probably too low a number, as well as the ethnicity concerns of Commissioner Parry. She also wondered about the number of representatives from higher education (Fresno City College, West Hills College and CSU-Fresno) being recommended, and some compromising with the number of appointments from that arena. She also expressed her concern about the Commission's process of outreach to bring in and engage parents with the Commission.

Chair Waterston asked whether it was appropriate to hold up the committee formation process in order to ensure all the diversity criteria are met in the initial appointments. He also said he felt that 18-20 is the largest number that can comfortably make decisions. Commission Counsel restated that the Children & Families Act states that the State Commission and each County Commission shall "establish one or more advisory committees to provide technical and professional expertise and support of any of the purposes of the Act." She stated she felt the Commission might want to concentrate on the establishment of the Advisory Committee that would provide technical and professional expertise that is beyond the expertise that is on the Commission or Commission staff.

Commissioner Medina stated she wanted to ensure that ethnicity and cultural diversity was well represented on the Advisory Committee, in the technical and professional expertise areas, as well as with the parents. She requested that some specifics be addressed on how outreach to parents would be accomplished.

Commissioner McIntyre asked, of the 14 proposed appointees, how many were currently receiving Commission grants. Director Gordon said he hadn't counted, but several had asked whether serving on the Advisory Committee would hinder their organization from receiving funds. He said he responded that they would be held to the same conflict of interest rules that Commissioners are, so did not anticipate any problems except that they would be required to disclose conflicts.

Commissioner Parry reiterated her suggestions of changing "inclusive" to "reflective" for Membership and increasing the number of parents to no less than four. She stated that she feels that parents represent a rich source of technical expertise. Commissioner Karian echoed those thoughts, and shared her experiences of working on commissions where the composition required that 20% of the membership be parents and was very effective.

Commissioner Medina asked clarification on the language of the Act and what is before the Commission in this proposal. She would like the two tied together and reflective of each other, and the language of the Act included in the purpose of this Committee.

Chair Waterston questioned who would make up the remaining six slots still open on the proposed committee. Director Gordon said those positions were intentionally left open for this discussion.

Public Comment: John Kim, pediatrician and parent, introduced himself and stated his interest in serving on this Advisory Committee.

Kim Lamb, Valley Children's Hospital, suggested that there be at least one parent with a special needs child. She also suggested that childcare be added as a reimbursable cost for committee members; Director Gordon pointed out that this was included in the proposal.

Vickie Hoyle, Fresno EOC, asked about considering gender as another criterion. She also commented that she felt that the list of recommended appointees all seemed to be the "head" of a group and already "run in the same circle" of professionals. She felt there was a way to minimize the number of ECE experts who may share the same point of view on many

issues. She said she thought the addition of early childhood teachers in some of these programs would add a perspective that might be refreshing.

Robin Wood, California Health Collaborative, asked whether these were self identified individuals or sought out. Director Gordon responded it was a combination. She also asked about the number of agencies being represented currently receiving Prop. 10 funding; Program Operations Coordinator Kendra Rogers replied that there are six agencies currently either providing a direct or administrative service to the Commission or receiving funding (LPC, Children's Services Network, West Fresno Health Care Coalition, West Fresno Crisis Center, West Hills Community College, Fresno County/MCAH).

Shirley Sanchez, West Fresno Crisis Center, stated that she was honored to be considered for membership on this Advisory Committee, and does not consider herself a heavy hitter nor does she move in the circles that many of the other nominees do. She stated that she would represent the Hispanic community as well as the rural community, which is unique in itself.

Kim Lamb, Children's Hospital, suggested that perhaps there should be designated "slots" on the committee for a practitioner, for a service provider, for a parent, etc., and that by having members who are face-to-face with children on a daily basis the committee would be enriched.

Eloise Gilbert, Fresno County HSS, asked if the nominees could be slotted into the various categories listed by staff to show the distribution.

Director Gordon responded to a question regarding length of term that he originally had "term limits" in the proposal, but took them out in hopes that the Advisory Committee itself would make that recommendation to the Commission. He said that staff could establish terms.

Discussion: Commissioner Medina stated she was satisfied with the changes made to Agenda Item #7 and ready to approve that, but that Agenda Item #8 be brought back with some additional information regarding where each appointment fits into the categories listed.

Chair Waterston stated his reluctance to move this forward at this time, and suggested that this be referred back to staff and furnish additional information on ethnicity, etc., regarding the nominees. Commissioner Parry suggested that the Commission appoint an ad hoc committee of commissioners and interested public members to work with staff to finalize the proposal. Commissioners Parry and Karian volunteered to serve on this committee. Vickie Hoyle, Kim Lamb and Lilia Chavez volunteered to serve as public members.

Commissioner Sablan suggested that perhaps, in considering representation from various agencies, that someone with policy making abilities from Valley Children's Hospital (soon to be Children's Hospital of Central California) be considered.

Commissioner Carozza (Medina second) moved to table both Agenda Items 7 and 8 until the Ad Hoc committee has met. Motion approved unanimously.

8. Approve Executive Director's Recommendations for Appointment of Advisory Committee Members

Tabled.

9. Approve the Establishment of an Administrative Working Group

Director Gordon reviewed the discussion that took place at the January meeting regarding formation of an Executive Committee. Commission Counsel Perez stated that the Brown Act must be invoked if a body is continuous or on-going (becomes considered standing in nature) or if there are three or more members of the Commission meeting together.

Director Gordon stated the purpose he sees for this body is to assist him in preparation of meeting agendas, a relatively informal meeting 10 days or so before regular commission meetings.

Commissioner Parry expressed her opinion that having a group of this type meet under the Brown Act should not pose a problem; that other boards and commissions in the county have these types of "executive committee" meetings to formulate agendas, etc., once per month.

Commissioner Medina asked Commission Council whether there was any prohibition on the Executive Director calling or meeting with Commissioners individually to educate, inform and review issues. Commissioner Carozza suggested pulling this item and instructing staff to do what they have always been able to do, discuss individually with Commissioners issues of concern.

Public Comment: None

Commissioner Carozza (McIntyre second) moved to table this item. Motion approved unanimously.

10. Discuss Funding Approaches for Community-Developed Initiatives and Commission-Developed Initiatives

Director Gordon stated that he felt this item was extremely important in laying a foundation on how the Commission does business in the future, reflective of funding our strategic plan.

Special Projects Coordinator Brian Mimura asked for discussion and input from the Commission on the two primary funding approaches as outlined in the Strategic Plan for funding opportunities to support programs in the county – Community-developed Initiative Approach and a Commission-developed approach. The task now before the Commission is to put the details in place for the funding mechanisms to make these approaches a reality.

The primary intent of the Community-developed Initiatives is to provide opportunities for a broad range of groups from the community to develop and propose localized programs and solutions to problems and challenges we have in the community. Toward this end, Commission staff has put forth for consideration an on-going general grants program. This program would be on a continuous basis where the Commission would request letters of inquiry from the community for innovative or other approaches to funding and after staff evaluation a full proposal would be requested (or not).

The Commission-developed initiative is broken in to two separate funding approaches, also outlined in the Strategic Plan. The first is "topic specific" requests for proposals (RFP), much like the two rounds of proposals that have been funded by the Commission. The second is a more pro-active approach where the Commission would initiate and facilitate the building of partnerships to address areas identified as needing to be addressed. This would be a much more Commission-involved, participatory process for putting together approaches that would ultimately come back to the Commission for funding.

Chair Waterston asked about limitation on funding for various areas. Mimura responded that that would be a Commission decision. Waterston further asked whether the Commission would be holding back funds for specific needs which end up not being

expended because of lack of applicants. Mimura stated he felt it was one consideration that needed to be addressed by the Commission. Mimura envisions building in even more flexibility in how the Commission can respond to needs or opportunities that arise. Director Gordon stated that staff has looked at a number of public foundations on how they solicit community based initiatives and how the Commission could partner with various other funding sources. He feels the Commission has the flexibility to be able to fund in a variety of different ways, and not to take advantage of the opportunity to partner with other agencies and funding sources would be a mistake. This proposal allows for a variety of options in the way that the Commission can allocate and award funds, allowing for interaction with the community as a partner, that the RFP process does not.

Commissioner Carozza asked about the next steps, taking this proposal to the public for discussion and input. He stated he would like to see public input before the Commission does their input. He sees the necessity for financial discussions on the availability of money, etc. He would like to see the partners utilized in the strategic planning process included in discussions on these strategies.

Mimura further outlined some of the considerations which need to be included in the process for both the Community-developed and the Commission-developed initiatives.

Commissioner Sablan asked for clarification on funding which the Commission would be specified. Director Gordon said that specific amounts of funding for any purpose was still to be determined by the Commission.

Commissioner Parry asked whether, after obtaining public input, a special meeting of the Commission for discussion on this topic would be held. Director Gordon said that a special meeting could be scheduled if that was the Commission's desire.

Rogers reminded the Commission that the end of the 01-02 fiscal year is quickly approaching, and that in order to determine how projects will be funded for this year there is some urgency to moving forward on decisions. Director Gordon stated that there may be public perception that the Commission is "hoarding" money, and although the money will still be available after the end of the fiscal year, part of the Strategic Plan is to expend funds for programs on an annual basis as they are received.

Commissioner Carozza suggested scheduling a special meeting before the next regular Commission meeting March 6. He suggested that the advisory committee and the funding approaches be on this agenda. Director Gordon asked whether the Commission wanted staff to take the next step in putting together any formal recommendation(s) on this topic. Carozza stated he felt the direction from the Commission was to next go to the public for input. Mimura asked whether there was any sense of prioritization of the various suggestions for funding.

Public Comment: None

No decision made. Staff to set meeting date for Special Meeting prior to the March 6 meeting.

11. Approve Changes to the CFC Contract Template

Director Gordon reviewed the partial change approved at the January 2002 meeting, regarding audit requirements. At that time, staff indicated they were reviewing the complete contract. The contract template presented here has been reviewed by counsel, after meeting and discussion with staff of their concerns in the contract.

Commission Counsel Perez stated she sees some areas that need additional revisions, mostly surrounding insurance requirements which give the Commission more protection.

Discussion: None

Public Comment: None

Commissioner Carozza (McIntyre second) moved to approve the contract template as presented, subject to further review, revision and approval by Commission Counsel. Motion approved, 8-0 (Commissioner Medina absent).

Commission Counsel will report at the next meeting on the approved document.

12. Discuss and Approve the Contribution of \$5,000 Towards Publishing Costs of the *Children Count! 2001 Report Card.*

Director Gordon reported on the Commission's participation in the Interagency Council and the discussions which have taken place regarding the "report card" specific to children in Fresno County. The need currently exists for this type of information and, in the future, it will be extremely beneficial to Fresno County as a whole and the Valley Region in general. Interagency requested the Commission's participation in contributing to the publishing costs; Fresno County Health & Human Services Department and the Children's Institute at CSU-Fresno are also contributing to publishing the report. Other member agencies have also participated in the development of the project which is more than just the publishing costs.

Discussion: Commissioner Parry asked whether the statistical breakdown include prenatal through age 4 and whether the outcome areas identified will also be addressed statistically. Gordon responded that both would include a statistical breakdown.

Commissioner Karian expressed her concern that "family" is not mentioned at all in the desired outcomes. Lilia Chavez, Interagency Chair, stated that while it is clear that one cannot separate the child from its family, there was a desire to focus this first report card on children and that the data be specific to those that directly impact children. Commissioner Parry expressed her agreement with Commissioner Karian's statement. She would like to see some way that families can be specifically articulated in future reports.

Commissioner Sablan asked about the distribution of the report card. Chavez stated that it would be distributed free until they are all distributed, and that a second printing would be considered at that time. Commissioner Parry asked about posting on the Internet; Chavez responded that they were coordinating with the Children's Institute at CSU-Fresno to post this on their website.

Commissioner Carozza described a newly formed public health partnership in six Valley counties which has just received five-year funding of about \$800,000 per year with part of these funds going to the Children's Institute data process. Chavez stated that in the development of the report it was determined that data is inconsistently collected throughout the county, crossing over school districts and agencies. This first report will have a statement to that effect and that where no data is reported, a statement is made that there is no data due to the inconsistency of data information collected. The only recommendation being made in the report is that there needs to be a more standardized process for the collection of data.

Public Comment: None

Commissioner McIntyre (Sablan second) moved to approve the contribution of \$5000 towards publishing costs of the Children Count! 2001 Report Card, funds to be taken

from the 2001-02 fiscal year program budget. Motion carried, 8-0 (Commissioner Medina absent).

13. Updates / Announcements

- a. Director Gordon introduced the newest Commission staff member, School Readiness Coordinator Anne Bouhebent. She brings a wealth of knowledge in the Early Childhood Education arena and glowing recommendations from her previous employer in the Los Angeles area.
- b. **Mini-Grants:** Rogers stated that both the General and Child Care Providers Mini-Grant applications are now available. The General Mini-Grant application is available in English and the Child Care Provider Mini-Grant is available in both English and Spanish. The training workshop schedule for the first six months is outlined. She stated that the Commission is working with Children's Services Network to distribute applications, in English and Spanish, to all licensed child care providers with rural addresses.

Chair Waterston asked about responding to the translation needs of other populations. Rogers said that if anyone requests any assistance, the Commission will find someone to provide the necessary translation assistance. Commissioner Sablan suggested announcements in the rural community newspapers (Firebaugh, Kerman, etc.)

- c. **C.A.R.E.S.** Rogers said that the contract has been executed with the Fresno County Office of Education (FCOE) to be the fiscal administrator for the staff retention stipend program. The Local Planning Council (LPC) through FCOE will begin implementing this program immediately.
- d. **New Parent Kits:** Rogers stated that any requests for multiple copies of the New Parent Kits must come through the Commission office, with staff sign off. Individual parents who call the hotline [1-800-50-NINOS (Spanish) and 1-800-KIDS-025 (English)] will be sent a kit directly without Commission approval. Staff is still working on personalization for the Fresno County kits and will return to the Commission with recommendations.
- e. **Program for Infant/Toddler Caregivers (PITC):** Rogers stated that a speaker from WestEd, which administers the PITC program, will be in Fresno February 27 to make a presentation on infant/toddler care. Gordon stated that this meeting has a dual purpose: one, to raise the level of awareness regarding infant/toddler care and two, to interest people in becoming PITC trainers.
- f. **CCAFA Conference, March 20-21:** Director Gordon reminded Commissioners of the deadline for registration and requested that those planning to attend respond to the Commission office ASAP.
- g. **Evaluation:** Mimura stated that the evaluation plans are moving along; he introduced Julie Vlasits, the CS&O staff member who will be housed in Fresno and working with the data management portion of the evaluation process. Staff received training in the Internet-based data management February 4. Site visits to round 1 service providers including evaluation staff are being conducted. Finalization of a confidentiality protocol is in process. On February 22, the round 2 service providers will be attending a training session on results-based accountability and the concepts and strategies to be utilized to determine exactly what outcomes are expected and being able to track those outcomes through the data base.
- h. **Other:** Mimura briefly reviewed the contract with Rogers & Associates (media consultants) that allocates \$900,000 in the Central Valley counties to support a social

marketing campaign. The counties comprising our "region" have been meeting on a regular basis to put together the RFP for this campaign. It will be for community based organizations to fill the gaps that are not being made through the statewide, main stream media campaign and public relations efforts.

Public Comment: Rogers responded to a question on mini-grant due dates. For the General mini-grant, the first due date is in March, with subsequent deadlines quarterly (June, September & December). For the Child Care Provider Mini-Grants, the deadlines are in June and December.

Vickie Hoyle, Fresno EOC, asked for the website address for the evaluation data. Mimura responded that there was no public "website" for the evaluation data, but that the software being used to collect data is Internet-based.

Robin Wood, California Health Collaborative, asked for further clarification on distribution of the Parent Kits. Rogers said plans are underway to partner with prenatal providers to distribute the kits to expectant parents and are working with MCAH and physicians groups to be distribution partners. The kits are also being furnished to service providers and other community-based organizations on a request basis.

14. Public Comment

None.

Adjournment:

***Commissioner Carozza (McIntyre second) moved to adjourn the meeting at 4:55 p.m.
Motion carried, 8-0 (Medina absent).***